



DIFP

Department of Insurance, Financial
Institutions & Professional Registration



CAREER OPPORTUNITY

Processing Technician I

Open opportunity for an individual with knowledge of rules, statutes, practices and procedures relating to licensing, pre-licensing, continuing education, registration and reciprocity requirements; Candidate must have the ability to make routine decisions in accordance with established procedures; ability to work rapidly and accurately in processing a large volume of electronic documents; ability to plan and organize work flow activities to achieve established goals; and ability to multi-task and work with minimal direction.

Screening to begin on January 19, 2016

Position Details

This position is responsible for scanning and processing daily mail, emails and incoming faxes; reviewing and verifying submitted documentation for completeness, compliance and authenticity; preparing routine correspondence explaining deficiencies; and answering telephone calls, emails and written inquiries regarding applications and renewal procedures and fees, license status, and continuing education requirements. This position is also responsible for processing license applications, renewals, reinstatements, inactive license requests, retirement affidavits, address and name changes, license verifications, and collaborative practice agreements; and conducting continuing education audits. Successful candidate must be able to apply knowledge of established guidelines, policies, procedures, rules and statutes in the performance of daily duties and have knowledge of computer applications such as Adobe Acrobat Pro, Microsoft Word, Outlook, Excel and Access.

Qualifications

- One or more years of clerical or office support experience with the Division of Professional Registration; and possession of a high school diploma or GED certificate; or
- Two more years clerical or office support experience; and possession of a high school diploma or GED certificate.

(Education may be substituted for the required experience.)

Professional Registration - State Board of
Registration for the Healing Arts

Located in Jefferson City, Missouri

Starting Salary: \$23,160 - \$24,264

Full-Time Position

Why DIFP?

Work that matters

Utilizes cutting-edge technology

3 weeks of paid vacation

3 weeks of paid sick leave

Affordable health insurance with wellness
incentives

Retirement plan

Tuition reimbursement

Training and continuing education provided to
employees

Interested in Applying?

Send a copy of your cover letter, resume and three
professional references to:

Board of Registration for the Healing Arts

Attn: Jimmy Leggett

P.O. Box 4

Jefferson City, MO 65102

Fax: 573-751-3166

Email: jimmy.leggett@pr.mo.gov